



JOINT FORCE HEADQUARTERS WISCONSIN

**WISCONSIN NATIONAL GUARD
HUMAN RESOURCES OFFICE/J1
PO BOX 8111
MADISON, WI 53708-8111**



JOB OPPORTUNITY Number 11-013

WISCONSIN ARMY/AIR NATIONAL GUARD

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE/J1 (HRO) BY 4:00 p.m. ON THE CLOSING DATE

OPENING DATE: 27 October 2010	CLOSING DATE: 10 November 2010
POSITION: Information Technology Specialist (INET), Position Description Control Number 90013000, GS-2210-11/9	LOCATION: JFHQ-PAO, Madison, WI
SALARY RANGE: GS-11, \$59,339 to \$77,138 annually GS-9, \$54,032 to \$70,236 annually	TYPE OF APPOINTMENT: Excepted - Permanent

Also on our web site at: <http://dma.wi.gov/tech.asp>
Relocation expenses are not authorized.

***** ELIGIBILITY/NOTES *****

MILITARY MEMBERSHIP REQUIREMENTS: This position is open to a Commissioned Officer or an enlisted person currently a member of the Wisconsin Army or Air National Guard. Veteran's preference does not apply to positions in this agency. **Military Grade:** For officers: The maximum military grade available is O-3. For Enlisted: The Maximum grade available is E-8 and minimum grade is E-5. Upon appointment, selectee must be eligible (DA Pam 611-21) to be assigned to one of the following compatible MOSs: For Army Officers is OBR 25 or AOC F53; and for Enlisted is MOS 25B, 25M, 25R, 25V or 25Y. For Air is AFSC 33XX, 3D, 3C0XX or 3V0XX.

- The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable military service regulations are conditions of employment.
- Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules.
- For Job Opportunities advertised at more than one qualifying grade level, you must indicate which grade level(s) that you are applying for. Your application will only be evaluated against the grade level(s) that you list on your application.
- Multiple grades will be certified to the Selecting Supervisor for consideration. If appointment is made below the target grade of (GS-11), non-competitive promotion action may be taken after certification by the Selecting Supervisor that the incumbent has adequately mastered the higher level(s) and the mandatory qualifications have been met.
- Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT).
- Males born on or after 1 January 1960 must be registered with the Selective Service prior to employment.
- **SELECTED INDIVIDUAL MUST PASS A PREPLACEMENT PHYSICAL PRIOR TO APPOINTMENT.**

EQUAL EMPLOYMENT OPPORTUNITY: All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

***** REQUIRED QUALIFICATIONS *****

Applicants must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that support the KSA. *Remember, only the information shown on the application can be used to evaluate qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired. General Experience: Technical, analytical, supervisory or administrative experience which has demonstrated the candidate's ability to analyze problems or organization workforce, information requirements, etc. and provide systematic solutions and the capability to deal satisfactorily with others. Specialized Experience: Must have GS-11: Thirty-six (36) months GS-9: Twenty-four (24) months of specialized experience which has demonstrated the following knowledge, skills, abilities (KSAs):

- a. Ability to organize work, set priorities, determine resource requirements, monitor progress and evaluate outcomes of all assigned programs.
- b. Ability to communicate orally and in writing to a variety of audiences.
- c. Ability to create visually stimulating designs from verbal or written descriptions of the item, event or issue to be depicted.

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- d. Knowledge of and skill to apply current Internet technologies, standard Internet protocols, Internet server operations and operating systems to the design of the web site – including social media platforms.
- e. Knowledge of Internet security principles and protocols, usability concepts, i.e. navigational aids, site architecture, knowledge management, and information delivery systems that enable all potential users to access information contained on the Web pages.
- f. Knowledge of current Web-based application and accessibility technologies.
- g. Knowledge of standard database management principles and methods and programming and scripting languages.

Substitution of Education for Specialized Experience: Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 hours classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position. Copies of transcripts listing courses and credits earned must accompany application.

Evaluation Method: All applicants will be initially screened against the general qualifications and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the specialized experience.

Brief Description of Duties and Responsibilities: This position is located in the Public Affairs Office at Joint Force Headquarters. The work of this position involves the design, implementation, and management of Wisconsin National Guard Web sites. Plans, designs, develops, tests, implements, and manages Internet and Intranet activities, including systems/applications development and technical management of web sites. Reviews agency policies concerning web sites and recommends policies accordingly. Interfaces with all directorates and units to collect files, data, publications, and current information, in an electronic format to consolidate, organize and create interactive web pages with necessary hypertext links to produce accessible "online" information. Manages Internet server operations through continuous maintenance and updates of information as dictated by directorates and units.

*** HOW TO APPLY ***

Submit a summary of your employment history using an OF 612 or Resume, and include the following information:

(Incomplete applications will not be accepted)

- Announcement number and title of the position for which you are applying.
 - Your full name, mailing address, appropriate phone numbers, Social Security Number, date of birth and country of citizenship.
 - Your military grade, unit of assignment, and AFSC/MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detail duty description.
 - A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the vacancy. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail, include DD Form(s) 214 (if applicable). You may use continuation pages to include all related experiences. Ensure that both military and civilian experiences are fully described, to include time frames. Highest Federal Civilian grade held (include job series and date held). If you use acronyms explain them.
 - **WRITE A SUMMARY OF EACH KSA, (Knowledge, Skills and Ability), INCLUDING DATES FOR EACH KSA, TO EXPLAIN HOW YOU QUALIFY.** List all of pertinent military schools and training completed. Applicants should submit DMA Form 20 and/or 21 to document military schools and address KSAs. Failure to demonstrate these experience requirements may result in disqualification. MOS, Position Description, Job Title, grade and series WILL NOT qualify an applicant.
 - For Job Opportunities advertised at more than one qualifying grade level, you must indicate which grade level(s) you are applying for. Your application will only be evaluated against the grade level(s) that you list on your application.
 - High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). To insure credit for education you must include a copy of your transcript(s).
 - Applicants should include a Standard Form 181.
 - Applications must have an original signature and date. Resumes must have a signed and dated cover sheet.
- * Note: Separate applications are required if applying for more than one Job Opportunity Announcement.

Send applications to **Joint Force Headquarters Wisconsin, ATTN: WIJS-J1-ST, 2400 Wright St, Madison, WI 53704-2572**. Applications must be mailed at the applicant's own expense and become property of the Human Resources Office/J1 and will not be returned or photo copied. When circumstances cause your application to arrive after the closing date you may fax or e-mail ngwidhrfedstaffing@ng.army.mil an exact and complete, signed copy of your application. **Faxes and e-mails must be received in the HR no later than 4:00 p.m. on the closing date.** If you fax or e-mail your application, the original must be postmarked by the closing date, and received not later than seven calendar days following that closing date. **Late applications will not be accepted.** Direct any questions to the Recruitment and Placement Specialist at (608) 242-3722 or DSN 724-3722; fax (608) 242-3726.

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Federal Civil Service Benefits Available: Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, 10 paid Holidays and 120 hours Military Leave.

DISTRIBUTION: E, S {Madison (ED), Milwaukee (ED), 128 ARW (ED)}

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